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THE ONE START CENTER

# Residential Accessory Building - Permit Application

Apply online at [arlingtonpermits.com](http://arlingtonpermits.com)  
Do not fax, mail or email applications



Please **print** clearly:

Applicant's Name\*: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_ Email\*\*: \_\_\_\_\_

\*A legible copy of a current government photo ID is required to be submitted by the applicant.

\*\*Plan review comments will be delivered to Email provided above (**Please verify email**).

Project Address: \_\_\_\_\_ Suite: \_\_\_\_\_

Brief description of work: \_\_\_\_\_

**Primary Contact Email:** \_\_\_\_\_

Please check only one:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> <b>Detached garage</b>                               | <input type="checkbox"/> <b>Porte Cochere</b> | <input type="checkbox"/> <b>Patio cover/screened porch/gazebo/pergola</b> |
| <input type="checkbox"/> <b>Boat dock</b>                                     | <input type="checkbox"/> <b>Carport</b>       | <input type="checkbox"/> <b>Retaining wall</b>                            |
| <input type="checkbox"/> <b>Accessory building (over 320 up to 550 sq ft)</b> | <input type="checkbox"/> <b>Decks</b>         |   |

Please check only one:

- New construction**    **Addition**    **Remodel/Alterations/Repair**    **Demolition**    **Move**

Will the following trades be included (please check all that apply):  
(If yes, then a separate permit is required)

- Mechanical**    **Electrical**    **Plumbing**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating construction, the performance of construction or the use of any land or buildings.

Before a permit may be issued, electronic documents of accepted construction plans must be provided. The city is able to scan your documents for a fee; or, you may provide those electronic documents in the specified format. If you supply the electronic documents, they must be verified as accurate before a permit may be issued.

Please check one:

- I authorize City staff to scan and charge applicable scanning fees  
 I will provide the electronic documents in TIFF 300 dpi format

Applicant is: \_\_\_\_\_ Contractor, \_\_\_\_\_ Homeowner or \_\_\_\_\_ Authorized Agent

Print Name of Permit Applicant \_\_\_\_\_ Date: \_\_\_\_\_

*Signature of Permit Applicant* \_\_\_\_\_

If applicant is contractor, list name of company: \_\_\_\_\_

**Detached Garage – Circle One: New; Addition; or Remodel / Alterations / Repair**  
(Accessory to a one- and two-family home)

- Proposed Scope of Work: \_\_\_\_\_
- Declared Fair Market Construction Valuation:     \$\_\_\_\_\_
- Deed Restriction Compliance Agreement (must check one only):  
 There are no restrictions    I will comply with deed restrictions    I will not comply with the restrictions
- Will there be any trade work? (check all that apply)    Electrical    Mechanical    Plumbing  
• (If yes, then a separate permit is required)
- Area of the garage (in square feet): \_\_\_\_\_
- Lot Area (in square feet): \_\_\_\_\_
- Lot Coverage: \_\_\_\_\_ % (Staff Use only: check Lot coverage, max (%) per UDC)
- Height of the walls (feet & inches): \_\_\_\_\_
- What is the material of the exterior walls? (exclude for “**Remodel, Alteration, Repair**”)  
(Check only one)            Masonry                    Siding  
    Metal                          Wood
- What is the percentage of masonry coverage for the existing house? (exclude for “**Remodel, Alteration, Repair**”) \_\_\_\_\_
- What are the roofing materials? (exclude for “**Remodel, Alteration, Repair**”)  
(Check only one)            Composition Shingles    Metal    Wood Shingles
- Number of Stories: \_\_\_\_\_

**Boat Docks – Circle One: New; or Alterations / Repair**  
(Accessory to a one- and two-family home)

- Proposed Scope of Work: \_\_\_\_\_
- Declared Fair Market Construction Valuation:     \$\_\_\_\_\_
- Will there be any trade work?    Electrical (If yes, then a separate permit is required)
- Area of the Building (in square feet): \_\_\_\_\_
- Elevation certificate: \_\_\_\_\_

**Permanent Accessory Building (over 320 up to 550 sq ft) – Circle One:  
New; Addition; or Remodel / Alterations / Repair (Accessory to a one- and two-family home)**

- Provide a brief description of the proposed work:  
\_\_\_\_\_
- Fair Market Construction Valuation – Declared:     \$\_\_\_\_\_
- Will there be any trade work? (check all that apply)    Electrical    Mechanical    Plumbing  
(If yes, then a separate permit is required)
- Type of Drainage (must check one only):
  - DPW Accepted Alternate
  - Type "A" Lot Drainage, All to the front
  - Type "B" Lot Drainage, To front and rear
  - Type "C" Lot Drainage, All to the rear
  - Lot Drainage Unknown
- Lot Area (in square feet):                   \_\_\_\_\_
- Lot Coverage: \_\_\_\_\_ % (Staff Use only: check Lot coverage, max (%) per UDC)
- Energy Code Compliance New Construction (must check only one):
  - Chapter 4 IECC
  - Energy Star
  - IC3
  - REScheck
- Corner Lot:    Yes    No
- Area of Building (in square feet): \_\_\_\_\_
- Height of walls (in feet): \_\_\_\_\_
- Material of Walls (choose only one):    Masonry    Metal    Siding    Wood
- What is the percentage of masonry coverage for the existing house? \_\_\_\_\_
- Material of Roof (choose only one):    Composition Shingles    Metal    Wood Shingles
- Number of Stories: \_\_\_\_\_
- Deed Restriction Compliance Agreement (must check one only):
  - There are no restrictions
  - I will comply with deed restrictions
  - I will not comply with the restrictions

**Carport or Porte-Cochere – Circle One New; Addition; Remodel / Alterations / Repair**  
(Accessory to a one- and two-family home)

- Provide a brief description of the proposed work:  
\_\_\_\_\_
- Will there be any trade work?     Electrical *(If yes, then a separate permit is required)*
- Fair Market Construction Valuation – Declared:    \$ \_\_\_\_\_
- Lot area: \_\_\_\_\_
- Lot coverage: \_\_\_\_\_ % *(Staff Use only: check Lot coverage, max (%) per UDC)*
- Area of Building (in square feet): \_\_\_\_\_
- What are the roofing materials? (Choose one)  
     Composition Shingles     Metal     Wood Shingles
- Deed Restriction Compliance Agreement (must check one only):  
     There are no restrictions  
     I will comply with deed restrictions  
     I will not comply with the restrictions

**Decks – Circle One: New; Addition; or Remodel / Alterations / Repair**  
(Accessory to a one- and two-family home)

- Provide a brief description of the proposed work:  
\_\_\_\_\_
- Fair Market Construction Valuation – Declared:    \$ \_\_\_\_\_
- Area of Building (in square feet): \_\_\_\_\_
- Will there be any trade work? (check all that apply)     Electrical     Plumbing  
*(If yes, then a separate permit is required)*
- Deed Restriction Compliance Agreement (must check one only):  
     There are no restrictions  
     I will comply with deed restrictions  
     I will not comply with the restrictions

## **Patio Cover, Screened Porch, Gazebo, Pergola - New**

(Accessory to a one- and two-family home)

- Proposed Scope of Work:  
\_\_\_\_\_
- Declared Fair Market Construction Valuation:     \$ \_\_\_\_\_
- Deed Restriction Compliance Agreement (must check one only):  
 There are no restrictions    I will comply with deed restrictions    I will not comply with the restrictions
- Will there be any trade work?            Electrical   *(If yes, then a separate permit is required)*
- Lot area: \_\_\_\_\_
- Lot coverage: \_\_\_\_\_ % *(Staff Use only: check Lot coverage, max (%) per UDC)*
- Area of Building (in square feet): \_\_\_\_\_
- Area of Addition (in square feet): \_\_\_\_\_
- What are the roofing materials? (Choose one)  
 Composition Shingles    Metal    Wood Shingles

## **Retaining Wall – Circle One: New; Addition; or Remodel / Alterations / Repair**

(Accessory to a one- and two-family home)

- Proposed scope of work:  
\_\_\_\_\_
- Fair Market Construction Valuation – Declared:     \$ \_\_\_\_\_
- Type of Drainage (must check one only):  
 DPW Accepted Alternate  
 Type “A” Lot Drainage, All to the front  
 Type “B” Lot Drainage, To front and rear  
 Type “C” Lot Drainage, All to the rear  
 Lot Drainage Unknown
- What is the height of the retaining wall? \_\_\_\_\_  
*(Measured from the bottom of the footing to the top of the wall)*
- What materials will be used to construct the retaining wall?  
 Concrete, Block, Stone or Masonry  
 Gabions  
 Wood-Railroad ties